1.

MINUTES.

The Administration Committee met Tuesday, June 17th, 1913.

Present:- Mrs. A. S. Crane, Chairman;- Mrs. J. H. Peters, Mrs. W. S. Gee, Mrs. D. E. Waid, Miss Fish:

Place of Meeting:- Treasurer's Office.

The meeting was opened with prayer by the Chairman.

Miss Fish was elected Secretary.

PERSONNEL. The names of the members of the new Administration Committee were then read as follows:-

Mrs. A. S. Crane, Chairman,
Mrs. John Sinclair,
Mrs. J. P. Peters, (Deceased)
Mrs. S. B. Brownell,
Mrs. W. R. Honeyman,
Mrs. H. Lindeman,
Mrs. A. Campbell, (Resigned)
Mrs. W. S. Gee, "
Miss Anna Hyatt,
Mrs. D. E. Waid (ex officio)
Miss D. M. Fish (" ")

TIME OF MEETING. It was moved and carried that the Committee shall meet monthly on the second

Tuesday, but extra meetings may be called at any time by the Chairman, notices for said meeting to be sent out by the secretary.

BILLS.

Moved and carried that the following bills be paid:-

Library Bureau - Guide Cards - - - - - - -	$ .85
Willett Press - writing pads - - - - - - -	2.10
Fleming H. Revell - 60 New America - - -	12.00
Irving Press - - A. M. Programs & Bible Readings - - - -	71.80

Moved and carried that all bills, which may be discounted if paid immediately, be O. K'd by the treasurer if received in the absence of the chairman in order to save the discount for the Board.

SALARY OF STUDENT SECRETARY.

Mrs. Kraeger, of the Student Committee, presented the action of the Committee upon the recommendation of the Philadelphia and New York Foreign Boards, that the salary of Mrs. Dwight H. Potter, Student Secretary, be increased by the sum of $500 from May 15th, 1915, making said salary $1500,- one half the amount to be assumed by the Woman's Board and the other half to be assumed by the Foreign Boards interested. It was stated that the Philadelphia Board and the Board of the Northwest have passed the recommendation.

After a long discussion of the matter in which it was felt that the recommendation brought up the larger question of a readjustment of the entire salary list of the Woman's Board,- the following motion was made and carried:

That we sympathise with the request for the raising of Mrs. Potter's salary, but that nothing can be done until this Committee readjusts the present salary schedule of the officers and workers under the budget of the Woman's Board.

CABINET FOR ASSOCIATE SECRETARY'S OFFICE.

A request from Mrs. Gildersleeve for a double cabinet for filing mission study class cards at a cost of $9.00 was then presented. Moved and carried that the request be granted.

TELEPHONE MISS CROWELL'S OFFICE.

Miss Crowell's request for an office telephone at a cost of $6.00 a year was granted upon motion duly seconded. It was further moved and carried that Over Sea and Land be requested to share the cost of $6.00 and have the privilege of using the 'phone with Miss Crowell.

TYPEWRITER FIELD SECRETARY PACIFIC COAST.

Moved and carried that Mrs. Aldrich, Western Field Secretary, be allowed to purchase a folding typewriter at a cost of $[illegible].00, the same to be held as the property of the Woman's Board.

BUDGET FOR SCHOOL DEPARTMENT.

Action in regard to budgeting the School Department was deferred.

SALARIES OF FIELD SECRETARIES.

Moved and carried that the salaries of the three Field Secretaries now under appointment, namely:- Miss Cameron, Miss Upham, and Mrs. Aldrich,- be entered at $75 a month, with expenses and one month's vacation.

SALARIES OFFICE FORCE.

It was recommended that the secretary prepare a list of the salaried workers, under the Woman's Board grouping them by classes, and present such list to this committee at a meeting to be called next Tuesday, June 24th, for consideration and re-adjustment.

TRAVELING EXPENSES MR. ADAMS.

It was decided that Mrs. Waid should take up the matter of Mr. Adam's traveling for the Woman's Board with the Treasurer of the Home Board, and secure if possible a statement of what will be required.

There being no further business the meeting adjourned to meet Tuesday, June 24th.

Minona L. Crane
Chairman.

Dora Mabel Fish
Secretary.

The Administration Committee met Tuesday,
June 24th, 1913.

Present:- Mrs. A. S. Crane, Chairman; Mrs. J. H. Peters, Mrs. W. S. Gee, Miss Dora M. Fish.

Place of Meeting:- Treasurer's Office.

****

The meeting was opened with prayer by the Chairman, after which the minutes of the previous meeting were read and adopted.

BILLS

The Secretary then reported the following bills as having been received and paid since the last meeting:

Einson Adv.Specialties,- 8 Charts on black oil cloth, Lit.Dept., - - -	$18.00
Miss.Educ.Movement,-69 Alaska-Land of the Totem, Lit.Dept., - - - -	16.10
Fleming H. Revell,-2,500 New America, God's Melting Pot, & Comrades, Lit.Dept., - - - - - - - - - - - - -	361.68
Underwood Typewriter Co., exchange treasury typewriter, - - - - - - -	37.75
Charles Kliesch, repairing desk for treasury (book-keeper), - - - -	10.00

The payment of said bills was duly sanctioned.

Moved and carried that the following bills be paid:

Library Bureau,- 100 Expansion tension envelopes, School Dept.,-	$4.00
Standard Typewriter CoL, 1 Corona typewriter with case #31581,-	45.00

EXPENSES ANNUAL MEETING ATLANTA GEORGIA

A report of expenses in connection with the Annual Meeting held in Atlanta, Georgia, in May, together with vouchers showing a total expenditure of $764.97, was presented by the treasurer, and after examination, it was moved and carried that the report be received and placed on file.

BILL EXPENSES STUDENT SECRETARY

A bill for $24.31 covering the expenses of the Student Secretary for the month beginning May 15th and ending June 15th was presented and ordered paid, and the secretary instructed to request of the secretary of the Joint Student Committee a detailed statement of expenses in the future.

StATEMENTS FIELD SECRETARIES

The following statements received from the Field Secretaries were then presented and approved:-

Miss Cameron,-	balance on hand,	$149.68
Miss Upham,-	balance due, - -	86.63

ITINERARY SCHOOL SUPERINTENDENT.

The following statement calling for field visitation by the School Superintendent was then presented by the secretary:-

"August 24--Sepetmber 8,- Albuquerque and Santa Fe, in attendance at Interdenominational Conference of Mexican Workers.

October 27--December 1,- a tour of the boarding schools in the western field, with the exception of Menaul and Santa Fe.

In January or February a two weeks' visit to Cuba."

Mr. Allaben was called in to explain more in detail the reasons for the proposed trips. After a thorough discussion it was moved and carried that the Schedule be accepted as stated, and including Grandin, Missouri, said schedule to be worked out in detail by the Superintendent of Schools.

VACATION SALARIES

Moved and carried that vacation salaries of workers for one month be granted in advance for this year.

SALARIES LITERATURE DEPARTMENT

A full schedule of salaried workers grouped by classes was then presented for consideration. After much discussion of the entire question of salaries it was voted to accept the proposed schedule for the Literature Department, the increases granted to take effect April 1st, 1913, and to be considered the maximum salaries for the positions named for a period of three years, all of which shall be subject to adoption by the Board of Home Missions.

Proposed Schedule

				1912-13.
Miss Rue, Superintendent,	$1,200.-	$100.per	mo.	($100.)
Miss Jaeger, Stenographer,	780.-	65. "	"	($60.)
Miss Temlett, Saleswoman,	780.-	65. "	"	($55.)
Miss Mertz, Book-keeper,	600.-	50. "	"	($45.)
Miss Moore, Asst.Book-keep.,	540.-	45. "	"	($40.)
Miss Lloyd, Head Ship.Dept.,	600.-	50. "	"	($35.)
Miss Steele, Shipping Clerk,	420.-	35. "	"	($30.)
Miss Jacobs, " "	420.-	35. "	"	($35.)
Miss Rothmayer, Filing Clerk,	420.-	35. "	"	($25.)
Miss Kruger, Addressograph,	420.-	35. "	"	($30.)
Gabriel Komemnitch,	780.-	65. "	"	($60.)

SALARY STUDENT SECRETARY

The matter of the recommendation for the increase of the salary of the Student Secretary from $1,200. a year to $1,500. a year was again brought up for consideration. After discussion it was moved and carried that the recommendation of the [redacted] ~~Board interested~~ be accepted, and the Woman's Board assume one-half of the increase beginning May 15th, 1913.

The meeting adjourned to meet again on Tuesday next at 10:30 A. M.

Minerva L. Crane
Chairman

Dora Mabel Fish
Secretary

Action of the Joint Committee on Student Work at its meeting May 21st, 1913,— reported to the Committee on Office Administration on June 17th, 1913:

> "Mrs. Harris moved that the Joint Committee on Student Work recommend to the Women's Board of Home Missions and the four co-operating Foreign Boards that the salary of the Secretary of Student Work be increased from $1,200. a year to $1,500. a year, and that said increase go into effect May 15th, 1913. This recommendation was seconded by Miss Mead and carried."

The Administration Committee met Monday,
June 30th, 1925.

Present:- Mrs. A. S. Crane, Chairman; Mrs. H. Lindeman, Mrs. D. E. Waid, Miss Dora M. Fish.

::::::::::::

The minutes of the previous meeting were read and after a slight change were approved.

BILLS The Secretary reported the following bills having been paid since the last meeting:

Library Bureau,-Filing Cards,-------------	$4.05
Edward Dawson,-Engrav.7 H.& L.M.Certif.,	3.50

The following bills were then presented and approved for payment:

Keelex Mfg.Co.,-Carbon Paper, - - - - - - -	$11.25
Neostyle Co., Stencil Paper & Ink, - - -	8.00
Fleming H. Revell,50 New Amer.50 Comrades,	33.35
" " " 164 " "	318.00
" " " 1 " " Clo., - -	.50
John F. Sweeney,-35 Slides, - - - - - - -	12.25
" " " 3 Negatives, - - - - - - -	1.05
Phil.W.F.M.S.,-50 Sentence Prayers, - - -	.32
Council W.H.M.,-2250 Sr.& Jr.Supplements,	67.50
Miss.Ed.Move.,- 1 Community Studies, - -	.25
" " " 1000 New America, - - - -	4.00
Pres.D.M.E.,- 1 Upward Path, - - - - - - -	.25
" " 4 Upward Path, - - - - - - -	1.05
Joint Student Com. Expenses Mrs.Potter, -	49.11
Wilkinson Bros.& Co., Lit.Dept., - - - -	9.65

SALARY MISS WHEELER

Moved and carried that Miss Wheeler be granted her vacation time on salary in view of her illness.

VACATION NUMBER HOME MISSION MONTHLY

The Secretary was authorized to ascertain if the vacation number of the Home Mission Monthly is to be arranged for this year, and if so, on what basis.

SCHEDULE OF SALARIES

In the absence of a larger number of the committee it was decided that no action be taken on the schedule of salaries presented.

There being no further business the meeting adjourned.

Minerva L. Crane

Chairman

Dora M. Fish

Secretary

The Administration Committee met Tuesday, September 9th, [illegible].

Present:- Mrs. Crane, Mrs. Peters, Miss Fish.

::::::::::::::::::::

Only two voting members of the Committee being present it was decided to postpone all matters of business requiring action until the next meeting.

BILLS. The following bills paid during the summer months of July and August by the Treasurer were reported and ratified by the Committee:-

JULY.

H.H.[illegible]-2000 Plain Envelopes (Lit.Dept)-½	5.35
Mrs.E.L.[illegible],- Addressing [illegible] [illegible] Women's Board - - -	7.35
Mrs.A.D.Collins, Rugby, N.D.- Attending Presbyterial Meetings- - -	6.50
A.T.De La Mare,- Printing July issue of Home Mission Monthly- - - -	333.10
" " " " " ,- Correcting mailing list - Mission Monthly- - - -	121.44
Mrs.A.R.[illegible],- Two Ink and Ink [illegible] Mission Monthly- - - -	4.60
Tower Bros.,- Ink - - - - - - - - - - - - - - - -	2.25
Underwood Typewriting Co.,- Adjusting Typewriter for Mr. [illegible] -	.50
" " Co.,- Adjusting Typewriter for Home Mission Monthly	.75
Mrs. Whitworth,- Services Miss [illegible] for June-	[illegible].00
A.T.De La Mare,- Three Cuts and adding to Home Mission Monthly- - -	.74
" " " " " ,- 500 Leaflets "Home Mission Monthly [illegible]" - - - - -	4.50
Missionary Education Movement,- 100 "To Americans" Lit. Dept. 1/2 & 1/2	2.75
American Express Co.,- Literature Department 1/2 & 1/2	6.50

Wells Fargo Express Co.;- Literature Department,1/2 & 1/2-	$ 14.[illegible]
[illegible] Bros. Co.;- 2000 Post cards views of [illegible] Lit.Dept.)	15.00
New York [illegible] Works;- 6 [illegible] (1/2 & 1/2 " ")	1.50
Tower Mfg and Novelty Co.;- 2 [illegible] " " " ")	4.50
Seward Printing Co.;- 2000 Yellow Sheets " " " " ")	3.00
Tension Envelope Co.;- 5000 Tension Envelopes" " " ")	16.00
Commercial [illegible] Co.;- Umbrella, Miss Peters ----------	15.00
Edward [illegible];- Engraving Certificates ------------	1.50
Library Bureau;- Filing Case and cards - Mrs.Gildersleeve-	6.41
Willett Press;- Printing Blanks, School Department ----	16.00
Addressograph Co.;- Frames and Links ------------	.25
Woman's Presbyterian Board of North West;- Westminster Guild Bulletin ----	12.00
Missionary Education Movement;- Six [illegible] Lit.Dep.	1.80
David [illegible];- Six Pieces of Compo Board (Lit.Dept. for Mr. Adams- -	2.55
Woman's Foreign Mission Society; Philadelphia, Pa.;- 100 [illegible] Lit.Dept.	.72
Underwood and Underwood;- 3 Plain Slides Lec.Dept.1/2 & 1/2	1.35
John F. Sweeney & Son;- 9 Negatives & 9 Slides " " " "	5.70
" " " " ";- Two Slides-------- " " " "	.60
" " " " ";- Forty-four Slides -- " " " "	11.75
Willett Press;- 15,000 " On the Long Road" Lit.Dept.-[illegible] ----	150.25
Tower Mfg. & Novelty Co;- One Basket (Lit.Dept.1/2 & 1/2)-	.50
Ames Bros. Printers;- 4,000 cards ruled & printed ----	4.50
Springfield Printing & Binding Co;- 11,000 Letter Heads--	28.75
John [illegible] Jewelry Co.;- 25 Gold [illegible] Pins--	75.00
Seward Printing Co.;- 1,000 Traveling Expense & Receipts Blanks- School Dept. --	12.00
Mrs. Florence H. Wilber;- Salary & Expenses, Month July --	75.00

AUGUST

Springfield Printing & Binding Co.;- 1036 Letter Heads,note paper-	4.50
Fleming H. Revell Co.;- 24 Daily Altar ------------	4.80
John F. Sweeney & Son.;- 2 Negatives & Slides.Lec.1/2&1/2-	.70
Council of Women for Home Missions;- 100 Outlines of New Americans Literature Dep.	3.00
J.B.Lyon Co.;- One U.S. Official Postal Guide(Mrs.[illegible])	3.00
[illegible] Co.;- Cleaning and Oiling [illegible] for 6 mos.	4.00
O'Neill Adams Co.;- Three Pictures.(School Department)- --	1.55
Detroit Publishing Co.;- 1000 Post Cards.(Lit. Dept.) ---	16.00
[illegible];- 15,[illegible] Printed Envelopes for S. S. Program-- Lit.Dept.-----	24.36
Tower Bros. Co.;- Miscellaneous Articles, Pens & Penholders etc. Lec. Dept.--	4.05
Glenk & Gibbs;- Four Letter transfer cases.Lit.Dep.1/2&1/2	2.60
Florence E. [illegible];- Coloring 31 Slides, Lec. Dept. " " "	23.25

Woman's Foreign Mission Society:- Four dozen Sentence Prayers Literature Department - - -	$ .85
Washington Electrotype Co.:- One-half Tone - - Lit. Dept. - -	1.85
J.J.Lyon Co.:- One U.S.Postal Guide (Lit.Dept. 1/2 & 1/2)- -	3.50
Richard Dennany:- For Painting sign- - - - -(School Depart.)	3.50
" " :- Six yards of chain rail- - " " - - -	1.38
Miss Edith Rudd:- For L.S.Monthly Programs - - - - - - - - -	6.60
A.T.De La Mare:- August issue L.S.Monthly- - - - - - - - - -	782.63
" " " " " :- Proving Galleys for L.S.Monthly- - - - - -	6.50
Publishers Printing Co.:- Pamphlets-Summer Days- Lit.Dept. -	22.50
" " " :- Additional for Binding " " - - -	1.75
" " ":- 1,000 - Standing Rules " " - - -	37.50
R.H.Roberts:- 25,000 Patent Folding mite boxes " " - - -	226.63
Wells Fargo Express Co.:- Lit.Dept 1/2 & 1/2 - - - - - - - -	5.57
American Express Co.:- " " " " " - - - - - - - -	7.65
Missionary Education Movement:- Envelopes 6 1/2ea 1/2 Lit. Department 1/2 & 1/2 - - - -	30.75
" " " Lit. " " " "Community Studies,Country,Taft,City,Wilson.	.54
Willett Press.:- Home Mission Notes, Lit. Dept. - - - - - -	21.75
A.T.De La Mare:- Home Mission Monthly,7,500 Circulars,A 2nd Letter Year -	45.50

SEPTEMBER

Fleming & Benedict- 1,500 Booklets Westminster Guild Programs	36.00
Stewart, Warren & Co.- 2 books - Treasury Department - - - -	9.50

Minerva S. Crane

Chairman

Dora M. Fish

Secretary

The Administration Committee met Tuesday,
September 23, 1913.

Present:- Mrs. Crane, Chairman; Mrs. Lindemann, Mrs. Campbell,
Miss Hyatt, Mrs. Peters, Mrs. Gee, Mrs. Waid, Miss Fish.

::::::::::::::

The meeting was opened with prayer by the Chairman.

The minutes of the two previous meetings were read and approved.

BILLS. The Secretary reported the following bills having been paid since the last meeting:

Western Union Telegraph Co.:- Telegrams, School Dept.	$23.21
Springfield Printing & Binding Co.:- Westminster Guild Cards	8.78
Edward Dawson:- Engraving Certificates	4.50
M.H.Whitworth:- Services rendered during August to Miss Crowell	25.00
H.N.Meyers:-Printed Envelopes, Home Mission Offering:Lit.Dept. W. B.	155.59
Willett Press:- Imprinting 2000 Folders, "Home Mission Text Books" W. B.	3.75
" " :- Letters to Superintendent Lit. Dept. W. B.	35.00
" " :- 15,000 Mailing cards 5 1/2 x 3 1/2 Printed on both sides	40.00
Missionary Education Movement:-Community Study,Lit.Dept.1/2 & 1/2	.27
Pres. Dept. of Missionary Education:- Immigrant Forces, Lit.Dept. 1/2 x 1/2	10.32
Neostyle Co.:- 1 bottle Dermax	.25
" " " " ", Black Rotary Ink, Dermatype Stencil paper	10.25

Wells Fargo Express Co.- Literature Department, 1/2 & 1/2	$ 10.49
American Express Company:- " " " " "	3.86

The following bills were then presented and approved for payment:-

Missionary Education Movement:- 12 Sets of Pictures stories, Lit. Dept. 1/2 & 1/2	$ 2.70
Department of Immigration:- 2,100 copies. "The Presbyterian Church and the Immigrant" Lit. Dept. 1/2 & 1/2	100.00
Springfield Printing & Binding Co.:- 1,334 Im. Cards $3,150 systematic giving, Lit. Dept.	38.62
Woman's Foreign Missionary Society:- Westminster Guild Reports, Literature Department	1.10
Tower Bros.:- Bluff second sheets, folders, erasers & hammon finger shields	5.35
Missionary Education Movement:- Slide packing boxes:- Lec. Dept. 1/2 & 1/2	13.14
" " " :- "Our Country for All" Lit. Dept. 1/2 & 1/2	.19
" " " 50 Just Plain Peter, Lit. Dept. 1/2 & 1/2	9.38
Presbyterian Department of Missionary Education " " " " " 35 Immigrant Forces	10.32
" " " Missionary Education, Upward Path, Lit. Department 1/2 & 1/2	.27
" " " Missionary Aliens Or Americans & Frontier 1/2 & 1/2	.54
Fleming H. Revell:- 25 Gods Melting Pot, 100 Comrades other Lands Literature Department	20.84
American Institute of Social Service:- 25 Copies, Gospel of the Kingdom, Literature Department	1.25
William H. Rau.:- Making two plain slides & postage Lec. Dept 1/2 & 1/2	.66
John F. Sweeney:- Making 21 slides from negatives & making 4 negatives & slides. Lec. Dept. 1/2 & 1/2	5.65
Underwood Typewriter Co.:- Ribbon coupon book	9.00

PRINTING, LEAFLETS, ETC.

After a long discussion in regard to the rule for obtaining estimates on printing of leaflets, stationery, Home Mission Monthly, etc., it was moved by Mrs. Peters, seconded by Mrs. Lindemann, that the Administration Committee invite the Publication Committee and the Home Mission Monthly Committee to meet in joint conference for consultation and information. Carried. It was suggested that the Publication Committee be the first Committee invited to confer at the earliest convenient date, and that Miss Rue and Miss Crowell be present if deemed wise by the committee in question.

LEAVE OF ABSENCE
MISS CAMERON,
FIELD SECRETARY.

A communication from Miss Elizabeth Cameron, Field Secretary for the East, asking a three month's leave of absence from December 1st, 1913, with the understanding that the work for the remainder of the year continue as usual, including the vacation month with salary, was read by the Chairman. Since Miss Cameron's desire is to spend the months referred to with her mother, it was moved by Mrs. Lindemann, seconded by Mrs. Peters, that her request be granted.

REQUEST
MRS. GILDERSLEEVE
RULES FOR SPEAKERS

The chairman read a communication from Mrs. Gildersleeve asking that some rules and regulations in the matter of securing and arranging rates for speakers be decided upon by this committee. Moved and carried that Miss Hyatt be appointed chairman of a sub-committee to take the matter up with Mrs. Gildersleeve and recommend to this committee some appropriate rules, and filing system for keeping records of speakers and terms on which they are engaged.

SALARY MR. FINKS.

Moved and carried that we recommend to the Woman's Board the payment to Miss Finks of three month's salary for Mr. Finks from the date of his death, this being the custom of the Woman's Board in such cases.

O.K. OF TREASURER WOMAN'S BOARD.

Mrs. Waid was appointed to confer with Mr. Allaben in regard to securing the O. K. of the treasurer of the Woman's Board on all requests for money account of traveling expenses, etc.

REQUEST MISS TAFT.

The chairman then presented the request of Miss Taft of the Box Department for the withdrawal of her letters and material from the Central Filing Department. This request brought up for discussion the question of the continuance of the Box Department for a certain length of time. Upon motion Mrs. Peters and Mrs. Gee were appointed a committee to secure, full information concerning the cost and work of this department, the same to be presented to the Administration Committee for final action. In the meantime Miss Taft's request will be held and no action taken.

VACATION NUMBER HOME MISSION MONTHLY

Upon motion Mrs. Pingry's request for the payment of $150 to Miss Katharine Birdsall, for the publication of the vacation number of the Home Mission Monthly, and for assistance rendered Miss Finks at the time of her father's death, was granted and the amount ordered paid.

SCHEDULE SALARIES

After a lengthy discussion it was moved and carried that the proposed schedule of salaries of officers and clerks of the Woman's Board be finally acted upon at a meeting of this committee to be held the first Tuesday of October.

STENOGRAPHER MRS. GILDERSLEEVE.

It was voted that Mrs. Gildersleeve be allowed to secure stenographic help in the place of Miss Jaquith, who leaves October 4th.

There being no further business the meeting adjourned.

Minerva L. Crane

Chairman.

Dora M. Fish

Secretary.

The Administration Committee met Tuesday
October 7th, 1913.

Present:- Mrs. Crane, Chairman; Mrs. Peters, Mrs. Sinclair, Mrs. Brownell, Mrs. Lindeman, Miss Hyatt, Mrs. Waid, Miss Fish.

:::::::::::::::::

The meeting was opened with prayer by the Chairman, after which the Minutes of the previous meeting were read and approved.

BILLS The following bills were reported as having been paid since the last meeting:-

A.T.De La Mare:- 5,000 - 8 page Booklet. "Ready for Action" - - - - - - - -Literature Department - - - -	$ 26.-
Women's Occidental Board of Foreign Missions:- 2,500 copies W.G. Bible Studies, Lit. Dept.- - - -	135.04
A.T.De La Mare:- Mail List October, 3265 lines new names & changes correcting, proving Galleys and proof reading & proof paper, metal 4 months, Home Mission Monthly - - - - - - - - - - - - - - - - -	112.18
Willett Press:- Printing 1,000 Postal Cards- - - -	2.15
Presbyterian Department of Missionary Education:- 12 Immigrant Forces, Lit. Dept. 1/2 & 1/2- - - - -	3.15
Presbyterian Department of Missionary Education:- 6 Immigrant Forces, Lit. Dept. 1/2 & 1/2 - - - - -	2.25
The Willett Pres:- Home Mission Extra for October-	21.75
Fleming H. Revell:- 300 New America - - - - - - - -	54.-
" " " 200 " " - - - - - - - - -	36.-
Presbyterian Dept. of Missionary Education:- Suggestions to Leaders 35 copies. Immigrant Forces- - Literature Department 1/2 & 1/2 - - - - - - - - - -	1.40
Presbyterian Dept. of Missionary Education:- 3 Upward Path - - - - -51 Immigrant Forces, Literature Department 1/2 & 1/2 - - - - - - - - - - - - - - - -	14.18
Missionary Education Movement:- Community Studies- Literature Department 1/2 & 1/2 - - - - - - - - - -	.27
Missionary Education Movement:- Community Studies- Literature Department 1/2 & 1/2 - - - - - - - - - -	.27
Missionary Education Movement:- 20,000 H. M. Week- Announcements, Literature Department 1/2 & 1/2 - -	254.00
Underwood & Underwood:- 2 Plain Slides, Lecture- - Department 1/2 & 1/2 - - - - - - - - - - - - - - - -	.85
Mrs. A.D.Collins:- for itinerary through Minot Pres.	

organizing study classes, Traveling Expense & Field Work	$ 11.32
Miss Frederica R. Mead, in connection with joint Committee on Student-Work, Field work & Traveling Expense account, (Geneva & Northfield)	22.20
Katharine R. Crowell:- Telegrams in re Prayer Calendar, Lit.Dept.1/2&1/2	2.74
Pagopian Photo, Engraving Co:- 8 Sil. Min. Literature Department	16.-
Willett Press:- 50 pads made from New Stock, 100 sheets to pad, size 3/4 x 9 1/2	3.19
Neostyle CO.- Black Rotary ink, 2 quires #141 Dermatype Stencil Paper 2 bottles Dermax	10.50
Tower Bros. 2 packs 0441 sheets, 1 box eyelets, 1 jar 5 oz. paste	.50
Fleming & Benedict:- Letter Heads, Second Sheets, letter heads Imp.extra	27.-
Mrs. A. S. Crane, expenses a/c Michigan Synodical Meeting	50.45

The following bills were then presented and approved for payment:-

John F. Sweeney & Son:- Negatives & Slides, Lec. Dept. 1/2 & 1/2	1.45
Underwood Typewriter Co:- Literature Department 1/2 & 1/2	1.00
Missionary Education Movement:-10 Church Missionary Com.Lit.Dept.1/2&1/2	.40
" " " 100 Order of Worship, 25 Our Country for All Literature Department 1/2 & 1/2	5.04
" " " 50 Just Plain Peter, Lit. Dept. 1/2 & 1/2	9.38
" " " 100 Order of Worship for Thanksgiving Day 25 sets of Picture Stories, 25 Orientals in America, 25 Our Country for All Literature Department 1/2 & 1/2	11.61
Presbyterian Dept. of Missionary Education:- 25 Immigrant Forces Lit. Department 1/2 & 1/2	6.57
Presbyterian Dept. of Missionary Education:- 50 Suggestion Immigrant Forces, Literature Department 1/2 & 1/2	
Presbyterian Dept. of Missionary Education:- 50 Immigrant Forces, Lit. Department 1/2 & 1/2	15.13
Presbyterian Dept. of Missionary Education:- 50 " " " Department 1/2 & 1/2	13.13
American Express Co:- Literature Department 1/2 & 1/2	30.56
Wells Fargo Express Co:- " " " " "	42.71
Missionary Education Movement:- 1 Old Country Stories, Lit.Dept.1/2&1/2	.19
Fleming H. Revell:- 500 New America, Paper - - Literature Department	90.-
" " " :- 250 " " " - - " "	45.00
Springfield Printing & Binding Co. 10,000 What & When " "	74.28
" " " " " 7,500 Queries 100 Extra 2047 Missionary Barrel - Literature Department	77.55
" " " " " 2007 Our Greatest Nat. Inheritance Literature Department	39.13
Willett Press:- 3,000 Pamphlets, 8 Pages "America" making two line cuts making one line cut 375 Square Inches - - - -Literature Department	40.75
Fleming & Benedict:- 6,000 Leaflets Immigrant Campaign, Lit. Dept.	21.00
Rev. W. H. Roberts, General Assembly, 10 Cloth & 2 Paper Minutes of the General Assembly	11.40
Edward Dawson - - - - -Engraving Certificates	7.75
M. H. Whitworth:- Work for Miss Crowell	25.00

SCHEDULE OF SALARIES.

The proposed schedule of salaries of officers and clerks was then taken up for final action. Upon motion duly seconded, it was voted to recommend that the following schedule be adopted on the present basis of vacations, the increases to take effect from October 1st, 1913:

OFFICERS.

	(Present Salary)	(Proposed)
Secretary, - - - - - - - - - -	$1,500.	$1,800.
Associate Secretary, - - - -	1,200.	1,400.
Young People's Secretary, - -	1,400.	1,500.
Student Secretary, - - - - - -	1,200.	1/500.
Treasurer, - - - - - - - - - -	1,600.	1,800.
Superintendent of Schools, -	3,500.	3,500.
Editor Home Mission Monthly,	1,200.	1,400.

One-half the salary of the Young People's Secretary is assumed by the Board of Home Missions; and one-half the salary of the Student Secretary by the Women's Boards of Foreign Missions.

It was recommended that the salary of the Associate Secretary be supplemented by an increase of $25.00 a month from the first of May, 1913, and until such time as a Secretary shall be elected.

Itwas also recommended that a conference be held with the Publication Committee regarding the salary of the Editor of the Home Mission Monthly.

SALARIES,

Continued.

STENOGRAPHERS

	(Present)	(Proposed)
(1)		
Miss Nan Smith (School Dept.), -	$780.	$900.
Miss Minnie Moore, (H.M.Monthly),	$900.	$900.
Mrs.Elizabeth Nicola (Treasury),	$936.	$936.
(2)		
Miss Lillian Post (Secretary), -	$780.	$780.
Miss Ethel Smith (Y.P.Dept.), - -	$720.	$780.
Miss Florence Peck,(Treasury), -	$720.	$780.
(3)		
Miss Marion Smith (Associate Sec.)	$660.	$720.
Miss Belle Walsh (W.G.Secretary),	$720.	$720.
Miss Florence Wendell (H.M.M.),	$600.	$720.
Miss Jane Johnson (Y.P.Sec'y), -	$660.	$720.
Miss Grace Crane, (Mrs.Baker), -	$720.	$720.
(4)		
Miss Frieda Garland, (Extra), - -	$416.	$600.

(Half of the salaries of Miss Ethel Smith and Miss Jane Johnson of the Young People's Department are assumed by the Board of Home Missions).

CLERKS AND ASSISTANTS

Miss Emma Dashiell, (Office (Sec'y School Dept.), - - -	$1,000.	$1,200.
Miss Katharine Crowell, - - - -	$1,200.	$1,200.
Miss Florence Eaton (Treasury),	$1,000.	$1,000.
Mrs. Emily B. Baker, - - - - - -	$900.	$900.
Miss Rachel Wheeler, - - - - - -	$850.	$850.
Miss Georgia Harrington (Treas.)	$780.	$840.
Mrs. Lily Roberts, (Treasury), -	$660.	$720.
Miss F.Goddard (Filing Clerk), -	$600.	$660.
Mrs. Mae Heitler (Printograph),-	$420.	$420.
Mr. Ira Bull, (H.M.M.), - - - - - -	$820.	$820.
Miss Stella Taft, - - - - - - - - - -	$650.	$650.
Walter B. Adams, - - - - - - - -	$2,250.	$2,250.

(Half of the salaries of Miss Stella Taft and Mr. Walter B. Adams are assumed by the Board of Home Missions).

SALARIES,

Continued. **LITERATURE DEPARTMENT.**

	(Present)	(Proposed)
Miss Catharine Rue, - - - - - - - - -	$1,200.	$1,200.
Miss Louise Jaeger, (Stenographer),	$720.	$780.
Miss E.Temlett(Saleswoman, etc.),	$660.	$780.
Miss Jessie Lloyd (Supt.Ship.Dept.)	$420.	$600.
Miss Minnie Mertz (Book-keeper), -	$540.	$600.
Miss M. Moore (Asst.Book-keeper), -	$420.	$480.
Miss Winnifred Jacobs, (Wrapper), -	$420.	$420.
Miss Steele, (Wrapper), - - - - - -	$360.	$420.
Miss Martha Rothmeyer(Filing Clerk),	$300.	$420.
Miss Irene Kruger (Addressograph), -	$360.	$420.
Gabriel Komnenitch, - - - - - - -	$720.	$780.

(One-half of Literature Department salaries assumed by the Board of Home Missions).

It was recommended that the Treasurer consult with the Treasurer of the Board of Home Missions in regard to all increases in salaries in which said Board has a part.

PUBLICATION LITTLE LIGHT BEARERS LEAFLET

Upon request Miss Crowell was authorized to have the new leaflet for Little Light Bearers printed in two colors, at a cost of $70.00.

IN RE MR. ADAMS

A communication from Mr. Olin concerning the services of Mr. Adams as auditor was read and discussed, it being finally decided to ask Mr. Olin to meet with this Committee at its meeting next Tuesday for the purpose of reaching a decision in regard to the matter.

Further business was held over until the next meeting.

Minerva L. Crane

Chairman

Dora M. Fish

Secretary.

The Administration Committee met Tuesday, October 14th, 1913.

Place of Meeting:- Secretary's office.

Present:- Mrs. Crane, Chairman; Mrs. Lindeman, Mrs. Sinclair,
Mrs. Peters, Miss Hyatt, Mrs. Gee, Miss Fish.

::::::::::::::::::

The meeting was opened with prayer by Mrs. Peters, after which the minutes of the previous meeting were read and approved.

IN RE SALARY EDITOR HOME MISSION MONTHLY

The chairman reported that in accordance with the recommendation of this committee, she had interviewed Mrs. Pingry in regard to the salary of Miss Finks, editor of the Home Mission Monthly, and in addition had talked over with Miss Finks herself the two propositions in question, namely: that she receive a salary of $1400 a year, with the vacation number of the magazine left to her care; or $1300 a year, with $100 for the vacation number referred to. In view of the fact that Miss Finks preferred that the decision be made by this committee, it was moved by Mrs. Peters, seconded by Mrs. Lindeman, that this committee recommend the payment to Miss Finks of a salary of $1400 a year, she to attend to the editing of the vacation number. Carried.

BILLS

The secretary reported the following bill as having been paid since the last meeting:-

A.T.De La Mare:- Composition, Electrotype, Press-work, Binding & Paper, Home Mission Monthly	$ 687.10

The bills herewith stated were then presented for ratification:-

The Presbyterian Dept. of Miss. Education:-5 copies Five Mis. Minutes & ten Immigrant Forces, Literature Department 1/2 & 1/2	$ 4.88
Fleming H. Revell Co.- 100 Some Immigrant Neigh. - Literature Dept.	17.50
Fleming H. Revell Co.- 1 Some Immigrant Neigh.Lit. Department	.18
Fleming H. Revell Co.- 500 New America Paper & 50 Cloth, Literature Department	105.00
Wilkinson Bros.& Co.- 3 Reams 40x48 Kraft. Lit.- Department 1/2 & 1/2	22.70
Underwood Typewriter Co.- New cylinder on Typewriter, Less old cylinder, Literature Dept. 1/2 & 1/2	1.50
Missionary Education Movement:- 50 Old Country Hero Stories, Literature Department 1/2 & 1/2	9.38
Missionary Education Movement:- Lit.Dept. 1/2 & 1/2 12 Bulgarian & 12 Armenian Melodies	1.60
Missionary Education Movement:- Lit.Dept. 1/2 & 1/2 1 Community Study	.27
Missionary Education Movement:- Lit.Dept.1/2 & 1/2 50 Just Plain Peter & 25 Mock Trial	11.26
The National Indian Association:- 2 copies "California and her Indian Children", Lit. Depart.	.50
Presbyterian Dept. of Missionary Education:- 10 Immigrant Forces & 1 copy of Suggestion to Leaders Frontier, Lit. Department 1/2 & 1/2	3.79
Margaret Coote Brown:- 25 Our Gifts, 25 Hope of the Kingdom & 25 God Bless the Children, Lit. Dept.	2.25
Publishers Printing Co:- 3000 Cards, Lit. Dept. 1/2 & 1/2	2.00
Alliance Pres Co:- 2000 Letterheads, Lit. Dept. 1/2 & 1/2	5.50
Remington Typewriter Co:- 2 Reams #8 Paper 8 1/2 x 13	4.05
Neostyle Co:- 2 reams Letter "B Impression Paper & 1 dozen #8 Pads	2.50
Woman's Occidental Board of Foreign Missions:- 2,400 Copies Bible Study Course booklet, Express-Charges, Lit. Dept. corrected bill	99.92

IN RE OFFICE FILE COVERING AGREEMENTS WITH FIELD SECRETARIES

Miss Hyatt, chairman of the committee appointed to consider the matter of some kind of a permanent file for recording agreements with Field Secretaries and speakers, reported a conference with Mrs. Gildersleeve concerning the matter. It was stated that at present the records were very indefinite, what little information is recorded being scattered through a large amount of correspondence. After a thorough discussion of the subject, it was moved that the report be accepted, and the associate secretary and treasurer be appointed to prepare a file that will meet the situation, to be kept in the office of the treasurer, and a duplicate of the agreement to be forwarded to all field secretaries engaged. The committee shall remain as such until the file is completed, and submitted to the Administration Committee.

COMMITTEE ON BOX DEPARTMENT

Mrs. Gee, chairman of the special committee, appointed to investigate the present standing of the Box Department under Miss Taft, and to make recommendations concerning the future of this Department, reported as follows:-

> From the Treasurers report it was found that "during the year 240 boxes have been sent to missionary homes, in connection with which sums aggregating $3697 were given; and cash to the amount of $1897 was sent in lieu of boxes. Total cash sent $5594. Eleven fur coats have been purchased for missionaries in the northwest.

COMMITTEE ON BOX DEPARTMENT.(cont'd)

Miss Taft could not say how many societies sent money instead of boxes. The average amount sent was about $100. The largest amount reported was $300.

Records of the value of boxes sent have been discontinued. There have not been as many requests as formerly from either ministers or societies. Demand and supply are about even. All applications made by ministers are endorsed by officials. By far the greatest number of boxes is sent by the eastern states, though boxes are sent by societies as far west as Cleveland, Columbus and Chicago.

Some societies send more than one box. Brick Church of New York sent five.

Boxes are sent to Arkansas, Alabama, Tennessee, North and South Dakota, Oregon and Washington. California is self-supporting, but practically no boxes are sent by Oregon or Washington.

Miss Taft states that she has never received official instructions regarding the conduct of her work, but has been allowed to use her discretion. She has, on occasion, consulted both the Men's and the Woman's Boards. Miss Taft's mail goes directly to her. Apparently part of it is filed and part of it is kept in her office.

As she has no 'phone she objects to sending her letters to the central filing case. From Mr. Olin, I obtained the following statement of the approximate cost of operating the box department for one year ending March 31st, 1913.

Total cost $1,209.66 of which $786.88 is charged to Woman's Board. The Committee recommends that this Department be closed in the spring but that if it is continued, Miss Taft should be given explicit instructions regarding the method of conducting it.

The Committee further recommends that the Administration Committee confer with Dr.Thompson in regard to their action in this matter before presenting it to the Woman's Board.

Moved and carried that this report be received.

It was further moved and carried that the Administration Committee recommend, to the Woman's Board the discontinuance of the Box Department at the close of the fiscal year.

It was also moved and carried that the chairman of the special committees, present the action of the Administration Committee to Dr. Thompson.

IN RE SALARIES

The secretary reported that a copy of the salary schedule of the Woman's Board as recommended by the Administration Committee at its last meeting had been presented to Mr. Olin for action in regard to the joint departments, and for approval of the general policy.

At this point Mr. Olin was invited to meet the committee, and in response to questions concerning the salary rates paid stated that in his estimation salaries under the Woman's Board have been too low. If the Board is to secure the kind of help which such an institution demands, it must compete with the market in salaries. Mr. Olin further stated that the Woman's Board is not paying high salaries for its officers and clerks, and he feels that the proposed schedule is fair and should be adopted.

IN RE SALARY OF LECTURE BUREAU

Mr. Olin reported that a list of engagements made by Mr. Finks before his death cover the period of time from September 1st, 1913, to January 1st, 1914, and Mr. McAfee has been appointed to secure some one to fill the engagements. The Board of Home Missions now have two men under consideration for this lecture work, and will doubtless continue the work regardless of whether the Woman's Board assumes half the expenses or not.

IN RE
AUDITOR
MR. ADAMS.

It was felt by Mr. Olin that the Board of Home Missions would be willing to dispense with the Box Department.

In order to understand fully the position of the treasurer's office in regard to the relationship of Mr. Adams' work to the Woman's Board of Home Missions, Mr. Olin was asked to state his opinions in regard to the duties of Mr. Adams in the office and his proposed duties on the field. In response Mr. Olin stated that in the office Mr. Adams has charge of the salary accounts of the mission teachers and the oversight of the school accounts. His trips to the field in the first instance were for the purpose of checking the account books of the boarding schools, which system of accounting he installed, also to prepare surveys of the properties. Full information concerning these duties was given by Mr. Olin, after which he retired.

After a thorough discussion of the whole situation it was moved and carried that the treasurer of the Woman's Board be appointed to take up with Mr. Olin the matter of the arrangement of trips for Mr. Adams in order that they might not be scheduled for the same fields covered by the Superintendent of Schools in any given year, it being the recommendation of this committee that if Mr. Adams is employed as auditor that each trip to the field shall be submitted to the Woman's Board some time in advance.

It was further carried that Mr. Adams' expenses shall not be chargeable to the school budgets, but that an appropriation for the purpose named shall be granted when the year's budget is taken up.

Upon motion the meeting adjourned, to be called again for Tuesday, November 18th.

Minerva L. Crane

Chairman

Dora Mabel Fish

Secretary.

The Administration Committee met Tuesday,
November 11th, 1913.

Place of Meeting:- Secretary's Office.

Present:- Mrs. Crane, Chairman; Mrs. Lindeman, Miss Hyatt,
Miss Fish.

::::::::::::::::::::::::

The meeting was opened with prayer by Mrs. Crane, after which the minutes of the previous meeting were read and approved.

BILLS The secretary reported the following bill as having been paid since the last meeting:-

New York Stencil Works:- 1 rubber stamp, Lit. Department 1/2 & 1/2	$ .35
The Tension Envelope Co. Tension Envelopes, Literature Department 1/2 & 1/2	49.50
Presbyterian Depart. of Missionary Education 20 Immigrant Forces, 2 Upward Path & 125 Immigrant Forces. Lit.Dep.1/2&1/2	38.59
Tower Bros.- Green Blotters, folders, Estes pens, Bands, White Newgate Manifold, Bank pins, paste, and red seals	7.75
Fleming H. Revell Co:- 100 Comrades other lands Literature Department	15.84
Fleming H. Revell Co:- 225 Amer. God's Melting Pot & 150 Comrades, Lit. Depart.	62.50
Fleming H. Revell Co:- 200 New America, Cloth & 500 New America Paper, Lit. Dept.	150.00
Fleming H. Revell Co:- 250 New America, paper Literature Department	45.--
Council of Women for Home Missions - 100 Praise & Privilege, 400 A Missionary Hike, 100 Girls & the Kingdom, 100 Near Neighbors from Far Lands 100 A Better America, 100 Teacups and Missions, 100 The Let Alone Policy, 100 Crisp Toasts for Missionary Luncheons, 50 Home Mission in Verse, Lit. Department	14.40

BILLS (Cont'd)

Publishing Printing Co:- 2,000 Cards, Intensive Mission Study, Lit. Department	$12.—
Horace Taylor:- Drawing Archery Contest- Literature Department	10.—
Miss E. M. Reid:- For Programs on January,1914 topic, Home Mission Monthly	2.—
Greenhut-Siegel Cooper Co:- 1 table-	1.60
Joint Committee on Student Work - One-half of Mrs. Potter's expenses	12.24
Willett Press:- 500 Circulars in three colors-	27.98
Florence E. Street:- Coloring 6 slides	4.50
Springfield Printing & Binding Co:- Prayer-Calendars	742.41
Willett Press:- 5,000 Folders, Concerning Little Light Bearers, Lit. Dept.	53.50
Willett Press:- 100,000 Cards for Thanksgiving Program, Lit. Dept.	563.—
Willett Press:- 1,000 sets of letter song "My Country 'tis of Thee" Lit. Dept.	175.—
Willett Press:- 100,000 Envelopes "Offering" - Literature Department	160.—
Willett Press:- 3,000 Home Mission Extra for November Literature Department	21.75
Wilkinson Bros. & Co:- Cord, Lit.Dept. 1/2 & 1/2	4.50
Missionary Education Movement:- 10 Church Missionary Committee, Lit. Dept. 1/2 & 1/2	.38
Missionary Education Movement:- 25 Pupils Stories Literature Department	.94
Library Bureau:- 1 Antique Oak demi Unit 5 x 8 School Department	7.25
Herbert Deland Williams:- Heading, Border, & Initial, Home Mission Monthly	10.50
Miss E. H. Miller:- Manuscript, A Circulating Library of one Book, Home Mission Monthly	15.—
Underwood Typewriter Co. Adjusting Typewriter -	.50
M. H. Whitworth:- To service rendered Miss Crowell during month of October	25.—
Tower Bros:-1 3 line stamp	.30
Edward Dawson:- Engraving Certificates-	7.50
Ginn & Co:- 36 Teacher's Class Book #1 School Department W. B.	8.64
Western Union Telegraph Co:- Telegrams, School Department W. B.	9.33
A.T.De La Mare Printing Co. Composition, Electrotypes, Halftones, Presswork, Binding & Paper, Home Mission Monthly	831.23

BILLS (Cont'd)

The bills herewith stated were then presented for ratification:-

Fleming H. Revell Co:- 500 New America Lit.Dept.	$90.00
" " " " :- " " " " "	90.00
" " " " :- " " " " "	90.00
" " " " :- 25 Mormonism " "	6.50
Fleming & Benedict:- Reports in duplicate, Board letters, second sheets	28.50
Fleming & Benedict:- Leaflets, Bible Rules for Giving, Literature Department	13.00
Missionary Education Movement:- Community Study, Lit. Dept. 1/2 & 1/2	.27
Missionary Education Movement:- Above, Order of Worship, Above, Out Country for All, Just Plain Peter, A Mock Trial, Old Country Hero Stories & Picture Stories, Lit. Dept. 1/2 & 1/2	67.38
Fleming & Benedict:- Financial Statements	4.75
Missionary Education Movement:- Sets Picture Stories Pupils Only, Lit. Dept. 1/2 & 1/2	1.50
Dennison Manufcaturing Co:- Flag Seals, Lit. Dept.	2.00
Willett Press:- 1,000 Two page cards, Little Light Bearers, Lit. Department	14.--
Detroit Publishing Co:- Post Cards, Lit. Dept.	11.05
Methodist Missionary Literature Department:- 1,000 God's Tenth, Literature Department	4.00
Henry Heckman:- 15 Copies H. M. Monthly	7.50
National Board of the Y.W.C.A.- Fourth Biennial report, Home Mission Monthly	.75
Fleming H. Revell:- 100 New America, Paper, Lit.Dept	18.00
" " " :- 600 " " " " "	108.00
" " " :- 50 Some Immigrant Neigh. - - Paper, Literature Department	8.75
Fleming H. Revell:- 300 New America, Paper, Lit.Dept	54.00
Einson:- 2 Charts 22 x 28 lettered, Lit.Dept.	3.00
Fleming & Benedict:- Leaflets Life Mormon Girl, The Little Foreigners Christmas Eve, Mormonism to-day- Literature Department	106.00
Publishers Printing Co:- 5,000 Folders, Little Light Bearers, Lit. Dept.	58.00
Bureau of Social Service:- 1,500 copies of Multigraph Letter - Lit. Department	1.75
Missionary Education Movement:- 25 Ch.Miss. Committee, Lit. Dept 1/2 & 1/2	.94
Missionary Education Movement:- 50 Our Country- - - Lit. Dept 1/2 & 1/2	9.38
Missionary Education Movement:- 500 Order of Worship 500 Our Country for All, Lit. Dept. 1/2 & 1/2	11.13
Publishers Printing Co:- 1,000 Government Post Cards Lit. Dept 1/2 & 1/2	3.90
Over Sea & Land:- 2,000 Post Cards, Lit. Dept	11.50

BILLS (Cont'd)

The Macey Dohme Co:- 1,000 White Cards - - -	$1.55
The National Indian Association:- 1 Copy Californian and Her Indian Children, Lit. Dept.	.25
The Presbyterian Department of Missionary Education 25 Immigrant Forces,Lit.Dept 1/2 & 1/2	6.57
The Presbyterian Department of Missionary Education 10 Immigrant Forces,Lit.Dept 1/2 & 1/2	3.75
The Presbyterian Department of Missionary Education 1 M. S. Manual, 3 Com.Studies, City 3 Country 1 Five Mis. Minutes, 1 Sug. to Leaders Challenge of City & 25 Immigrant Forces, Lit. Dept. 1/2 & 1/2 - - - - - - - - - - - - - - - -	8.60
The Presbyterian Dept. Of Miss. Education, 6 Mis. Study Class Manuals, Lit. Dept - - - - -	.24
Wells Fargo Express Co:- Lit. Dept 1/2 & 1/2-	71.12
American Express Co:- " " " " "	95.23
American Ribbon & Carbon Co:- 12 coupon book for 144 "Eagle Brand" ribbons - - - - - - - - - - -	69.00
Underwood Typewriter Co:- New Cylinder, less Old cylinder $.50 - - - - - - - - - - - - - - - -	1.50
Underwood Typewriter Co:- Adjusting Typewriter	.50
American Ribbon & Carbon Co:- 1 ribbon- - - -	.75
A.T.De La Mare Printing Co:- Mail List for Nov. New Names & changes 73 hours, proof paper - - Home Mission Monthly - - - - - - - - - - - - - -	63.82

LECTURE DEPARTMENT.

The chairman reported that the Woman's Board took action at its meeting of this date to the effect that it would discontinue its connection with the Lecture Department of the Board of Home Missions the first of January 1914, thereby releasing the Woman's Board from its responsibility for one-half the salary of the lecturer and one-half the expenses.

SALARY EDITOR HOME MISSION MONTHLY

The chairman also reported that the Woman's Board had adopted the recommendation of this committee in regard to increase of salaries of officers and clerks according to the schedule presented, with the exception of the recommendation concerning the salary of the Editor of the

Home Mission Monthly. It was voted that Miss Finks should receive $1400 annually, with an allowance of $100 for the publication of the vacation number of the magazine.

BOX DEPARTMENT

It was further reported that the Board had accepted the recommendation of this committee concerning the closing of the Box Department for ministers at the close of this fiscal year.

TOWELS

Mrs. Baker's request for instructions in regard to the matter of a new supply of towels for the use of the officers and clerks of the Woman's Board was presented, and the custom of the Board in calling for $.25 from each worker for this purpose was fully discussed.

Mrs. Lindeman called attention to the use of the Towel Supply Company by many business houses, and suggested that some information in regard to their methods and charges be secured. Upon motion Mrs. Lindeman was appointed to secure such information and report to this committee.

CLERK HOME MISSION MONTHLY

The request of Miss Finks for additional clerical help during the busy season of her office was granted, and permission given to secure such help.

POSTAL SCALES SCHOOL DEPARTMENT

Upon motion the request of Mr. Allaben for a set of postal scales for use in his department was granted; also, a four drawer letter filing case for the Filing Department.

STENOGRAPHER MRS. BAKER'S OFFICE.

The prolonged illness of Miss Grace Crane, stenographer for Mrs. Baker and Miss Taft causing her absence from the office for a month to date was reported, also the request for substitute help. It was voted that Miss Taft be allowed to secure help from Mr. Olin if possible, and Mrs. Baker be granted the privilege of securing a substitute as needed for the next two weeks.

It was further voted that Miss Crane be notified that she would be granted salary for an additional two weeks' time, making in all six weeks' absence, and that she be asked to state when she expects to return to the office, it being felt by the committee that the extra expense of a substitute could not be paid for an indefinite length of time.

There being no further business the meeting adjourned.

Minerva L. Crane

Chairman

Dora Mabel Fish

Secretary.

The Administration Committee met Tuesday,
November 25th, 1913.

Place of Meeting:- Secretary's Office.

Present:- Mrs. Crane, Chairman; Mrs. Peters, Mrs. Sinclair, Mrs. Brownell, Miss Fish.

::::::::::::::::::::::::::::::::::::

FIELD SECRETARY SOUTHWEST

The matter of the appointment of Mrs. Guy Davis as Field Secretary of the Woman's Board for the Southwest, comprising the Synodical Societies of Kentucky, Tennessee, Mississippi, Alabama, Arkansas, Missouri, Texas and Kansas was brought to this committee for action. Mrs. Gildersleeve was called in to state something of Mrs. Davis' connection with the Board as a speaker, and her success in the work. It was stated that Mrs. Davis is now in New York gaining information in regard to the Board, and addressing meetings.

After discussion it was moved by Mrs. Sinclair, seconded by Mrs. Brownell, that Mrs. Davis be appointed Field Secretary for the Southwest from November 1st, at a salary of $75.- per month and expenses with one month's vacation, the same basis upon which the other Field Secretaries are employed.

Minerva L. Crane
Chairman.

Dora Mabel Fish
Secretary.

The Administration Committee met Tuesday,
December 9th, 1913.

Place of meeting: Secretary's Office.

Present:- Mrs. Crane, Chairman; Mrs. Peters, Mrs. Sinclair,
Mrs. Brownell, Miss Fish.

- o - o - o - o - o -

The meeting was opened with prayer by Mrs. Crane, after which the minutes of the meetings of November 11th and 25th were read and approved.

BILLS The secretary reported the following bills as having been paid since the last meeting:-

Fleming H.Revell:- 150 Comrades , Lit. Dept. - - - - -	$23.75
" " 250 " " " - - - - - -	39.59
" " 50 " " " - - - - - - -	8.34
" " 500 New America " " - - - - - - -	90.00
Missionary Education Movement:- 6 Slide Packing Boxes, Lecture Department 1/2 & 1/2 - - - - - - - - - -	13.14
Missionary Education Movement: 2 Lectures, & 3 lectures New America, Lecture Dept. 1/2 & 1/2 - - - - - - - - - -	210.00
Pres. Dept. Miss. Education: 3 Five Miss.Minutes, Lit. Dept. 1/2 & 1/2 - - - - - - - - - - - - - - - - - -	1.13
Joseph Hawkes: Negatives & Slides, Lecture Dept.1/2&1/2	17.50
John F. Sweeney & son: 100 Plain lantern slides, Lecture Dept. 1/2 & 1/2 - - - - - - - - - - - - - - - - -	25.00
John F. Sweeney & Son: Negatives & lantern slides, Lecture Dept. 1/2 & 1/2 - - - - - - - - - - - - - - - - -	24.50
Pres. Dept. Miss. Education: 25 Immigrant Forces, Lit. Dept. 1/2 & 1/2 - - - - - - - - - - - - - - - - - -	6.57
Wilkinson Bros. & Co.: 4 reams 30x40 Lining, Lit.Dept. 1/2 & 1/2 -	6.83
Western Union Telegraph Co.-School Dept.W.B. - - - - -	3.30
A.T. De La Mare: Proving mail list, Proof Paper, Metel, Home Mission Monthly - - - - - - - - - - - - - - -	7.00
Mrs. E. W. Kohler:- Manuscript "The Grace of Serving & of Giving, H.M.M. - - - - - - - - - - - - - - - - -	10.00
Neostyle Co.: Black Rotary Ink, Dermatype Stencil Paper	5.00

BILLS (Cont'd)

Tower Bros.- Carters Fluid, Sponges, Inkstand, Elite Dairy	$2.65
A.T.De La Mare: Editing November H.M.M.	721.80
Missionary Education Movement: 50 Immigrant Gateway, Lit. Dept. 1/2 & 1/2	9.38
Pres. Dept. Miss. Education: 5 Immigrant Forces, Lit. Dept. 1/2 & 1/2	1.88
Willett Press: 10,000 Cards 6x9 "America" Lit.Dept.	87.00
" " 20,000 "Thank Offering Envelopes, Lit. Dept.	30.30
Willett Press: S.S.Programs , Lit. Dept.	880.00
Woman's Pres. Bd. Northwest: W.G.Bulletin &mailing	10.83
Library Bureau: Antique oak cabinet with separator	26.00
Fleming & Benedict: 500 Band Letters	2.75
Dennison Mfg. Co.: 1/2 gro. Packers #29 S/size	1.38
Underwood & Underwood: Photo. Panama Canal? H.M.M.	2.00
D.S.Walton & Co. 2 - 4 Reams 30x40 -50 Union Mla.H.M.M.	8.08
Woman's Foreign Miss. Society, Witherspoon Bldg. Pa. Westminster Guild Bulletins & mailing	14.91
Joint Committee on Student Work: 1/2 Mrs. Potter's expenses, Travel, Office & hospitality	24.69
Willett Press:- 15,000 cards- "America" 6x9 printed in colors - Lit. Dept.	120.50
Willett Press: 25,000 Thank Offering envelopes, Lit. Dept.	37.88
American Express Co. - -Lit. Dept. 1/2 & 1/2	47.54
John F. Sweeney & Son.-Making 1 Negative &VSlide and making 12 slides from negative ,Lecture Dept.1/2&1/2	3.25
National Indian Association: 1 California & Her Indian Children, Lit. Dept.	.25
Publishers Printing Co. 5,000 Envelopes,Lit.Dept.	13.15
M.H.Whitworth.- per services rendered Miss Taft & Mrs. Baker	13.90
M.H.Whitworth.- per services rendered Miss Crowell	25.00

The bills herewith stated were then presented for ratification:-

Underwood Typewriter Co.,Cleaning Typewriter	.75
" " " Adjusting "	.75

BOX DEPARTMENT FOR MINISTERS.

The matter of the final closing out of the Box Department under Miss Taft was brought up for discussion. It was finally suggested that Mrs. Crane be appointed to see Miss Taft personally and ask her to be prepared to turn over to the Woman's Board at the close of the fiscal year, all files now in her possession. In the meantime Mrs.

Mrs. Gildersleeve, Acting Secretary of the Board, will be requested to prepare a letter stating the reasons for closing the Box Department, commending the work of Miss Taft, and calling upon the societies for the transferrence of their interest and money to work under the care of the Woman's Board. It was further suggested that Mrs. Crane request of Miss Taft a full list of societies and correspondents in touch with the Box Department, such list to be handed to Mrs. Gildersleeve in order that the official letter may be forwarded.

The matter of Miss Taft's future connection with the Board was considered, and the suggestion made that the Chairman consult with Dr. Thompson in regard to a position for Miss Taft in one of the offices of the Board of Home Missions. It was stated that some provision should be made for her by the Boards for several months, should there be no opening in any of the offices for her services.

TOWELS. The secretary reported that owing to the delay in receiving a reply from the special committee appointed to take up the matter of securing towels for use of the office force of the Woman's Board, it was necessary to proceed along the line of the policy now in existence: namely, 25 cents from each worker on the floor to be applied toward the purchase price of new towels.

SALARY MISS CRANE, STENOGRAPHER.

The chairman reported that she had written a letter to Miss Crane notifying her of the action of the committee in securing a substitute stenographer for Mrs. Baker and Miss Taft. After a full discussion of the situation it was moved and carried that the chairman again write Miss Crane to the effect that in view of the uncertainty of her physical condition the committee has thought it wise to secure a substitute for the month of December, that full salary will be paid Miss Crane for the six weeks ending November 22nd, but not during December, also that it is the sincere hope of the committee that she will be able to return to her position the first of January, fully restored to health.

INFORMATION DEPARTMENT.

A request from Miss Wheeler in regard to placing the title "Information Department" on the door of her office in order that her work might be recognized under a head, was presented and carefully considered. Upon motion it was voted to refuse the request on the ground that such a title might cause confusion.

CARPET FILING DEPARTMENT.

The need of a new carpet for the Filing Department was called to the attention of this committee. Mrs. Brownell and Mrs. Peters were appointed a committee to investigate the need. This committee made its investigation at the close of the committee meeting, and reported the carpet in very bad condition, not worth repairing. Thereupon Mrs. Sinclair and Mrs. Brownell were appointed to purchase a suitable rug at as reasonable a figure as possible.

SALARY BOOKKEEPER FREEDMEN'S RECEIPTS.

It was stated that information had been received by the treasurer of the Woman's Board to the effect that if it were suggested to the Freedmen's Board that they assume the salary of the bookkeeper in charge of the records of receipts in the treasury department of the Woman's Board, such suggestion would be received favorably. Upon motion of Mrs. Peters, seconded by Mrs. Brownell, it was voted that this committee recommend to the Woman's Board that the Freedmen's Board be approached for the salary referred to, the matter to be taken up by the treasurer of the Woman's Board.

SPEAKER CALIFORNIA SYNODICAL MEETING.

The chairman stated that information had come to her concerning a request from the California Synodical Society for the presence of an officer of the Woman's Board at their meeting to be held in Sacramento next October. It was also stated that rumors had been received in regard to Mrs. Potter's and Miss Petrie's attendance at certain Summer Conferences to be held in California in July and August. After a discussion of the subject of speakers and their expenses, it was suggested that the chairman of this committee confer with the chairman of the Student Committee with a view to ascertaining how the Administration Committee might become advised of Mrs. Potter's itineraries before they are finally accepted, in order that there might be no duplicating of representatives of the Woman's Board in the same territory at the same time, especially where it involves considerable expense.

There being no further business the meeting adjourned to meet the second Tuesday in January.

Minorra L. Crane
Chairman.

Dora M. Fish
Secretary.